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***EXTERNAL CONTRACTORS PRESENT ON THE IRMCT ARUSHA BRANCH
PREMISES***

COVID -19 STANDARD OPERATING PROCEDURE

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|-----------|--|----------|
| 1. | INTRODUCTION..... | 1 |
| 2. | PURPOSE..... | 1 |
| 3. | SCOPE..... | 1 |
| 4. | DEFINITIONS..... | 1 |
| 5. | ROLES AND RESPONSIBILITIES..... | 1 |
| 6. | BEFORE ARRIVING AT THE IRMCT PREMISES..... | 2 |
| 7. | ENTRY INTO AND WHILE ON THE IRMCT PREMISES..... | 2 |
| 8. | AFTER LEAVING THE IRMCT PREMISES..... | 3 |

1. INTRODUCTION

- 1.1. This SOP applies to Contractors and their personnel who are required to be present on the IRMCT Arusha branch premises.

2. PURPOSE

- 2.1. The purpose of this SOP is to describe the procedures to be applied to *External Contractors Present on the IRMCT Arusha branch premises*.
- 2.2. Considering that the presence of Contractors and their personnel may represent increased risks, the Head of Section's approval is required. The approval shall take into account the requirement for the activities to be carried out and the associated risks, with due consideration for whether the activities can be postponed until the COVID-19 situation improves. Contractors shall only be approved on the premises when there is an operational requirement.

3. SCOPE

- 3.1. This SOP applies to all contractors delivering goods or other products (including intellectual property), services, and/or works on the IRMCT Arusha branch premises.

4. DEFINITIONS

- 4.1. Contractor: A party or potential party to a contract with the IRMCT. A Contractor may take various forms, including an individual, a company (privately or publicly held), a partnership, or a government agency. A Contractor may potentially or provide goods or other products (including intellectual property), services, and/or works to the IRMCT.
- 4.2. Contractor personnel: An entity or individual authorized by the Contractor to provide goods or other products (including intellectual property), services, and/or works to the IRMCT.
- 4.3. Contract Focal Point: The IRMCT representative responsible for the day-to-day management of the contract.

5. ROLES AND RESPONSIBILITIES

- 5.1. Contract Focal Point: The IRMCT representative responsible for ensuring the Contractor's compliance with the provisions of this SOP, while on the IRMCT premises. The Contract Focal Point shall liaise between the IRMCT and the Contractor.
- 5.2. Head of Section: The chief or person in charge of the respective self-accounting unit within the IRMCT, responsible for approving the Contractors' presence on the premises.

6. BEFORE ARRIVING AT THE IRMCT PREMISES

- 6.1.** The Contract Focal Point shall send a request for authorising the Contractor's presence to the respective Head of Section. The request shall indicate the activities to be carried out, the expected duration of the Contractor's presence, the number of persons required on the premises and an assessment of the operational requirement. For Contractors providing a continuing service such as cleaners, the expected duration shall not exceed the current contract term.
- 6.2.** Once the Contractor's presence on the premises has been approved, the Contract Focal Point shall send an e-mail to the Contractor with the declaration form and shall request the name, physical address and telephone number of each person planned to be present on the premises. The Contractor's personnel shall be informed that the details of their personnel may be shared with health authorities for contact tracking purposes if required. Any Contractor's personnel not agreeing to this will not be allowed to enter the premises.
- 6.3.** The declaration form also requires that the Contractor provide confirmation that each person planned to be on the premises has not had COVID-19 symptoms and has not been in contact with anyone suspected or confirmed to have COVID-19 in the preceding 14 days up until they arrive at the IRMCT premises.
- 6.4.** For approved Contractors, the Contract Focal Point shall send an e-mail to the Security and Safety Section (SSS) and other relevant sections, informing them of the details of the approved presence of Contractor's personnel.
- 6.5.** The Contract Focal Point shall notify Contractors of the approval for their personnel to be on the premises on the given date(s), subject to adhering to the measures and instructions of the IRMCT in place to prevent the further spread of COVID-19.

7. ENTRY INTO AND WHILE ON THE IRMCT PREMISES

- 7.1.** All Contractor's personnel entering IRMCT premises must wash or disinfect their hands upon entry. Not doing so will result in denial of access.
- 7.2.** Entering the IRMCT premises is considered as acceptance of the conditions for entering the IRMCT premises. The SSS may require verbal confirmation of acceptance to the conditions from any individual seeking to enter the premises.
- 7.3.** The IRMCT reserves the right to deny entry into the IRMCT premises if there are reasons to suspect that the information in the declaration form is untrue.
- 7.4.** Contractor's personnel presenting COVID-19 symptoms such as cough or fever (i.e. a temperature of 37.5°C or more) will not be permitted on the IRMCT premises.
- 7.5.** The Contract Focal Point shall provide information and/or an oral briefing on COVID-19 and the measures that the IRMCT has in place, on first entry, and after changes to the measures.

- 7.6. Contractors shall restrict their presence to the designated areas required to carry out their duties.
- 7.7. It is mandatory for all Contractors on the IRMCT premises to
- a. regularly disinfect their hands through washing with soap and water or use of an alcohol-based hand sanitiser
 - b. cover their face with the bend of their elbow or tissue if they cough or sneeze
 - c. dispose of used tissues immediately after use by placing them inside a garbage bin
 - d. properly use and dispose of face masks – Contractors must wear masks at all times inside buildings and when in the proximity of other people. The use of masks is not required in open areas if at safe distance from others is being maintained
 - e. contact the IRMCT Medical Unit or COVID-19 hotline by phone, should they feel unwell while on the premises
 - f. avoid gathering or congregating.
- 7.8. The Contract Focal Point shall provide information to Contractors and their personnel on how to implement the above if required. Contractor’s personnel who are observed to not be compliant with the above may be reminded of these rules, or, in a grave or repeated cases of non-compliance, be escorted off the premises.
- 7.9. The Contract Focal Point will inform all Contractor’s personnel of designated areas for breaks.

8. AFTER LEAVING THE IRMCT PREMISES

- 8.1. The Contract Focal Point shall keep daily records of the names and contact details of Contractor’s personnel on the premises for at least one month to assist public health authorities and the IRMCT Medical Unit, should it be necessary to contact or track individuals who may have been exposed to COVID-19.
- 8.2. If any Contractor’s personnel develop COVID-19 symptoms following their visit, they must immediately inform the IRMCT Medical Unit. The Contract Focal Point may send an e-mail to the Contractor, reminding them to inform the IRMCT Medical Unit, if anyone who had been at the premises develops symptoms, is being isolated, suspected or confirmed of having COVID-19 within 14 days after they visited the premises.
- 8.3. If someone who has been at the IRMCT premises develops symptoms, or is being isolated, suspected or confirmed of having COVID-19 and may have been in contact with Contractors’ personnel, the IRMCT shall notify Contractors and shall request that said Contractor’s personnel quarantine and monitor themselves for symptoms for 14 days.